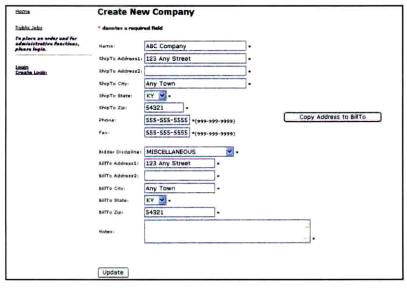
## Instructions for Logging into Planroom.ky.gov

- 1.) Go to Planroom.ky.gov
- 2.) Click on "Create LogIn".
- 3.) Type an \* in the box and click "Search".
- 4.) Scan the list for your company's name. If you find you company in the list then click on "Select" beside your company's name and skip to step 7. If not, continue on to the next step.
- 5.) Since your company is not listed click on the "Click here to add a new record" link at the top of the page.
- Fill out your company's information in the corresponding boxes and then click "Update".
- 7.) On this page you will need to fill out your personal information in the corresponding boxes and enter a unique user name and password and then click "Update".
- 8.) Once you have been returned to the Planroom.ky.gov site, click "LogIn".
- Enter your newly created user ID and password in the boxes and click "Submit".
- 10.) Now that you are back on the Planroom.ky.gov site, click on "View Active Projects List". You should now be able to view the Planroom projects.

Note: Soon there will be no need for step 10. Once the appropriate changes are made, after you login you will be taken straight into the Planroom without this extra step!





Hams	New Con	tact	
Public John	denotes a required field		
To place an order and for administrative functions, places login.	Name	My Name	(First Last)
Lacin Create Lacin	Company Name: ABC Company		
	eMail:	email@email.com	•
	Title	President	
	Uzer ID	UserID	<b>_</b>
	Password.	******	
	Hatify	Check If you would It	ke to receive updater automatically.
	Newsletter	Check if you would li	ke to receive our Newslatter,
	Motor:		
	Update	N	